

10 OCT 1979

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MEMORANDUM FOR: ODP Board of Directors
Chief, Administrative Staff

FROM: [REDACTED]

Acting Director of Data Processing

SUBJECT: ODP Records Management Program

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1. I am pleased to announce that [REDACTED] has been appointed Records Management Officer (RMO) for this Office. This is a full-time position, reporting to the Executive Officer. [REDACTED] first major assignment will be to work with the Records Systems Branch (RSB) of the DDA's Information Systems Staff in completing a records management survey of this Office. STATINTL

2. You may recall that at our request RSB conducted a partial records survey of ODP from 25 April to 29 June 1979. Our objective was to obtain RSB's recommendations for improving ODP's Records Management Program. Problems encountered early in the survey convinced RSB that there was no point in completing the survey unless ODP had a full-time RMO to carry out the survey's recommendations. Better yet, ODP's RMO should be involved in the survey itself. This led to ODP's Vacancy Notice for an RMO and the selection of [REDACTED] STATINTL

3. Now we are ready to complete the survey. RSB has appointed [REDACTED]. They will begin their survey on 15 October and will concentrate on updating ODP's Records Control Schedule and documenting ODP's records filing systems. Questions concerning office space, equipment, or landscaping will continue to be handled by the Administrative Staff.

4. I believe that it is essential that we get off to a good start in improving ODP's Records Management Program. Therefore, I ask that you give Gary and Gene your full cooperation when they visit your areas. If you have any questions or concerns about the survey or the way it is conducted, please do not hesitate to tell [REDACTED]

cc: [REDACTED]

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